The purpose of this data collection is to gather information on students that are receiving Special Education services. Report the information on students that have an individualized education program (IEP). This information is used for federal and state reporting.

Audience

This is a required collection for public schools and charter schools.

Instructions

Counting Students:
1. Report data for the student who has an IEP in effect on count day. **Count day will be October 1, 2007, December 3, 2007 and April 2, 2008.**
2. Report data for the student with a disability who is receiving services from the public school and is unilaterally enrolled by the parent in a private school, including home school on the count day.
3. Report data for the student who has legal settlement in your corporation and is receiving special education services from your corporation in a PW or PK grade level program on the count day.
4. Report data for the student for the ISTAR data collection on the count day.

The **first required collection period** begins on **October 1, 2007** through October 26, 2007. This data will be used for an informational count of special education students. The **signoff period** will begin October 26, 2007 at 9:00 a.m. (EST) through November 2, 2007.The Division of Exceptional Learners requires the summary report to be signed by the Superintendent. This report can be found in the Application Center under Reports. A signature line will be available when clicking on the printable view. Please sign and return to the address listed on the report no later than midnight November 5, 2007.

The **second required collection period** begins on **December 3, 2007** through **December 14, 2007, 8:00 a.m. (EST)**. This data will be reconciled with the December CODA data to determine final counts for **funding**. The **signoff period** will begin **December 14, 2007 at 9:00 a.m**. (EST) through **December 21, 2007, 8:00 a.m. (EST).** The Division of Exceptional Learners requires the summary report to be signed by the Superintendent. This report can be found in the Application Center in the Message Center under Reports. A signature line will be available when clicking on the printable view. Please sign and return to the address listed on the report no later than midnight December 21, 2007.

The **third required collection period** begins on **April 2, 2008** through **April 18, 2008, 8:00 a.m. (EST)**. This data will be used for an informational count of special education students. The **signoff period** will begin **April 18, 2008 at 9:00 a.m**. (EST) through **April 25, 2008, 8:00 a.m. (EST).** The Division of Exceptional Learners requires the summary report to be signed by the Superintendent. This report can be found in the Application Center in the Message Center under Reports. A signature line will be available when clicking on the printable view. Please sign and return to the address listed on the report no later than midnight April 25, 2008.

During each of the collection periods you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. These reports are provided for you under Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

Conflict Resolution

Conflicts occur when two or more corporations report the same student as part of their special education count. Generally, this occurs for students who are counted by the corporation of legal settlement and the corporation where the student is receiving their education or it occurs when a student withdraws from one corporation and enrolls in another corporation around December 1. These conflicts need to be resolved quickly and accurately. The "Conflicts Report" found in the Message Center will provide all information on the student supplied by all schools or corporations involved in the conflict and will be made available to all schools or corporations involved in the conflict. The DOE-SE records in conflict are **removed** from the database until the responsible school/corporation determines that the **student cannot be counted by this corporation**. Conflicts must be resolved in a timely manner or the student **will not be included** in any corporations Special Education count.

Special Education (DOE-SE)

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID	State assigned public school building id or the state assigned nonpublic school

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
A			Allowable values are: Valid School number or 9999 **Required Field**: Yes	building id being served by the public school corporation. When school number is not a state assigned school number, use 9999 and the facility must be identified (field 9).
2 B	**Corp of Legal Settlement**	4	State Assigned Corp ID **Allowable values are:** Valid Public Corp number 9999 – out of state **Required Field**: Yes	Corporation number where the student is legally settled Public school corporation numbers only Charter School corporation numbers are not accepted 9999 for students who are legally settled out of state.
3 C	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: Yes	STN Number must already exist in the STN Lookup
4 D	**Grade Level**	2	**Allowable Codes Are:** PW = Pre-School Ages 0-2 PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult **Required Field**: Yes	Pre-Kindergarten students should only be reported once they are confirmed to be attending. Do not report students during pre-registration. Pre-Kindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services from birth through Age 2. **13 =Grade 12+/Adult**: These may be students who received *Certificates of Achievement* or *Course Completion* and who have returned for further education and to possibly earn a regular or other diploma.
5 E	**Primary Exceptionality**	2	Exceptionality area that describes the special education student's **primary** eligibility classification. **Allowable Codes Are:** 01 = Multiple Disabilities 02 = Orthopedic Impairment 03 = Visual Impairment 04 = Hearing Impairment 05 = Emotional Disability (Full Time) 06 = Emotional disability (Other) 07 = Learning disability 08 = Developmental Delay (Ages 3-5A only) 09 = Communication disorder 10 = Mild Mental disability 11 = Moderate mental disability 12 = Severe mental disability	Local Special Education Directors can provide assistance with this data reporting. Age 3-5A, A 5A student is a student who is not eligible for school because their birth date falls after the official fall

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			14 = Deaf-blind 15 = Autism spectrum disorder 16 = Traumatic brain injury 17 = Other health impairment **Required Field: Yes**	enrollment date for Kindergarten for this reporting year Code 13 omitted

6	**Secondary Exceptionality**	2	Exceptionality area that describes the special education student's **Secondary** eligibility classification.
			
			Allowable Codes Are:
			
			01 = Multiple Disabilities
			02 = Orthopedic Impairment
			03 = Visual Impairment
			04 = Hearing Impairment
			05 = Emotional Disability
			    (Full Time)
			06 = Emotional disability
			    (Other)
			07 = Learning disability
			08 = Developmental Delay
			    (Ages 3-5A only)
			09 = Communication disorder
			10 = Mild Mental disability
			11 = Moderate mental disability
			12 = Severe mental disability
			
			14 = Deaf-blind
			15 = Autism spectrum disorder
			16 = Traumatic brain injury
			17 = Other health impairment
			99 = No secondary exceptionality
			
			Required Field: Yes
				
				Age 3-5A, a 5A student is a student who is not eligible for school because their birth date falls after the official fall enrollment date for Kindergarten
				
				Local Special Education Directors can provide assistance with this data reporting.
				
				Code 13 Omitted

F				99 = No Secondary exceptionality for the special education program participant

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
7 G	**Special Education Placement Type**	2	What type of program is the Special Ed student participating in? **Allowable Codes Are:** 30, 31, 32, 33, 34, 35, 36, 37 50, 51, 52, 53, 54, 55, 56, 57 **Required Field: Yes**	**Preschool Age (3 through 5)** 30 = Regular Early Childhood at 80% of time 31 = Regular Early Childhood 40-79% of time 32 = Regular Early Childhood less than 40% or time 33 = Separate Class 34 = Separate School 35 = Residential Facility 36 = Service Provider Location 37 = Home Note: Grade levels allowed are PW/PK/KG **School Age (6 through 21)** 50 = Regular classroom (80% or more) 51 = Resource Room (40% - 79%) 52 = Separate Class (less than 40%) 53 = Separate Day School Facility (+50%) 54 = Residential Facility (+50%) 55 = Correctional Facility 56 = Parentally placed in Private School 57 = Student's disability requires home services as determined by case conference committee Note: Grade levels allowed are PK-13
8 H	**Socio-economic Status (SES)**	1	Is the student approved for free or reduced lunch? **Allowable Codes Are:** 1 = Student approved for free Meals/milk 2 = Student approved for Reduced price meals 3 = Student not approved for free or reduced meals/milk **Required Field:** Yes	
9 I	**Facility**	2	The student receives special education services from the public school district but is located in a facility that is not considered a public school, nonpublic school or charter school. **Allowable Values are:** 01-08 when field #1 is 9999 99 when Field #1 is not 9999	01 = Nonpublic school, not contracted for preschool (PW) students with disabilities 02 = District Wide Preschool (i.e., community based or public agency Headstart) 03 = Neglected and Delinquent Institutions 04 = Court ordered facility 05 = Nonpublic school, not accredited 06 = Health Institution 07 = Nonpublic school contracted for preschool students with disabilities 08 = Out of State Facility 99 = Not applicable, state assigned school number provided

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
10 J	Service Site	3	State Assigned number for Neglected Institutions and Health Facilities where the student received Special Education services. **Allowable Codes Are: 000 - 999** 000 = Service site same as the reporting school 001-360 SE Providers Service Site Number 999 = Not on SE Providers Service Site listing **Required Field**: Yes	See References for SE Service Site Provider list 000 = Service site same as the reporting school (public school, nonpublic school or charter school number provided) 001-360, field #1 is 9999

References:
> STN Calendar
> STN Lookup data Layout – Stn number must exist in the stn lookup file.
> Special Education: http://doe.state.in.us/exceptional/speced/pub_article7_2002.html
> SE Providers Service Site Numbers: http://www.doe.state.in.us/stn/pdf/se_providers.pdf
> Frequently Asked Questions: http://www.doe.state.in.us/stn/faq/welcome.html

Common Scenarios:

The following section contains several likely scenarios of student programs and services received and a description of how they would be reported.

Scenario #1: **A Special Education Student receives services from a Special Education Coop in another district. The cooperative is a school where the students enter the building.**

Reporting Result: The school number, field #1, should be the school where the student is located. This school is responsible for reporting data on these students and identifying the corporation of legal settlement, field #2, as being the corporation in agreement to send the students to this school.

Scenario #2: **Preschool students who are receiving specific services such as special education and ISTAR.**
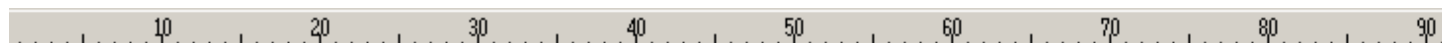
Reporting Result: The school number, field #1, will be the school number where the student is receiving services. Refer to the list of schools providing services.

Example Data File Formats

The following section contains the example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format
0001,8800,000105089,03,01,02,32,1,99,000

Positional Format

```
          10        20        30        40        50        60        70        80        90
|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|....|

000188000001050890301023219 9000
```

E(x)tensible Markup Language (XML) Format

<XIF_SEData>
        <Corporation Id="8800">

```
            <School Id="0001">
                    <Student STN="000105089">
                            <SchoolUse Grade="03" Facility="99" ServiceSite="000" />
                            <Demographics PriException="01" SecException="02" SEPlacement="32" SES="1" />
                            <LegalArea LegalCorp="8800" />
                    </Student>
            </School>
        </Corporation>
</XIF_SEData>
```

Change History

The following section contains a history of changes made to the Data Layout from the prior version.

Version Number	Change History
11.20.07	Count day for each collection period added to the instructions. Grade levels note added on placement codes
09.24.07	**Due dates changed for 2008** Trial period removed
	Start of 07-08 Collection
11.04.06	**December due date added. Field #1 more clarification, grade level check removed. Field #4, grade level PW removed Title I services from notes. Field #9 Facility added clarification on Headstart and clarification on code 99. Field #10 clarification added on Service Site Numbers.**
11.02.06	**Audience changed, removed freeway schools. Title I removed from scenario 2. Reference section added address for SE Provider Service Sites. Additional information on Service Site notes. Frequently asked questions added to references.**
09.19.06	**Nonpublic schools removed as a required collection. Instructions changed, data will be reconciled with CODA data to determine final counts for funding purposes. Conflict resolution changed.**
09.13.06	**Blank or Space removed on primary and secondary exceptionality, each record must have a value. Comma and positional format changed to add service site. Data added for clarity to the XML format.**
09.11.06	**New collection due to breakup of the DOE-PS. Service site number added.**
	Start of 06-07 Collection